

Town of Gainesville Public Library, Silver Springs, New York

PATRON RULES of Conduct

Recognizing the need to maintain an environment suitable for studying, reading, browsing and the general use of the Library resources, the Library Board established rules and procedures to assure the safety of Library users, Library personnel, and Library materials, equipment, and furnishings; and to assure that the use of the Library is not obstructed by inappropriate behavior or actions.

Library patrons are expected to follow all Library rules and policies including these Rules of Conduct. Entering the Library implies agreement to abide by these rules and policies while on Library property. Failure to do so may result in expulsion from the Library and/or loss of Library privileges. A person who defies an authorized Library employee's request not to enter the Library or not to remain in the Library for failure to comply with the Library's rules and policies is subject to arrest for trespass. (New York State Penal Law, Section 140.05)

The following behaviors will not be tolerated:

- Disorderly or disruptive behavior on library premises.
- Harassment of Library users or Library personnel.
- Leaving young children unattended. (Safe Child Policy)
- Defacing or damaging library materials, equipment, furniture, or facility.
- Soliciting on library premises.
- Smoking by any underage person on library property.
- Littering, inside or outside the library building.
- Absence of shirts or shoes.
- Placing feet on chairs or tables.
- Weapons, with the exception of peace officers.

When a patron does not observe the Rules of Conduct, the library staff will take the following progressive steps:

1. Issue a verbal warning, stating that the patron(s) will be asked to leave if the behavior in question does not cease.
2. Request that the patron (s) leave the Library.
3. Call the police.

ADOPTED by Board of Trustees *November 14, 2022*

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A SAFE CHILD

The Town of Gainesville Public Library (“the Library”) is dedicated to providing a warm, welcoming, exciting and safe environment for people of all ages. We are a valuable community of materials, information, services and programs. As a public institution, our doors are open to all, regardless of age, origin, race, gender or background. It is for the safety of each child that the Library has adopted this Safe Child Policy.

Parents are responsible for the behavior of their children while their children are in the Library. Even when parents are not present, they are legally responsible for their children. In this policy, the word PARENT means mother, father, birth/biological parent, adoptive parent, foster-parent, step-parent guardian. CAREGIVER refers to a family member or paid helper who regularly looks after a child.

The staff is committed to helping children with activities related to the Library. However, Library staff will not be responsible for children who have been left without adult supervision.

Children under the age of 10 must be attended to at all times by a responsible parent/caregiver who is at least 12 years of age.

Self-supervised youth, aged 10 and up, are welcome to use the Library as long as they observe the general rules of conduct. For safety’s sake, parents should make sure that their children are sufficiently mature before allowing them to visit the Library by themselves.

The Library provides internet workstations for public use. Parents are responsible for use of all Library resources, including the Internet, by their children.

Internet computers users must be 12 years old or older. Children under 12 years may use internet computers when parent or caregiver is on the premises.

Library staff is available to provide limited assistance and to help identify useful sites for children exploring the Internet. Parents/caregivers are encouraged to assist their children.

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UNACCEPTABLE CHILD BEHAVIOR

If a child's behavior is unacceptable*, the Staff on duty may ask them to leave the Library and, if necessary, the police may be contacted. At the time of the incident, the Library Director will be notified and will make direct contact with the parent/caregiver. If parental/caregiver contact and/or further consequences are needed, they will be at the discretion of the Director.

*See Rules of Conduct

UNACCEPTABLE ADULT BEHAVIOR

Parents/caregivers who habitually leave their children unattended during Library hours or fail to retrieve their children at closing time will answer to the Library Director for the remedy.

Adult patrons who are not engaged in library activities that require materials from the children's area shall be asked to relocate to other areas of the Library. The staff reserves the right to seek the intervention of appropriate law enforcement of social services agencies, as required by individual circumstances.

AT CLOSING TIME

If the Library is near closing time, the staff will locate children in the Library and remind them of the closing time. The posted closing time will be strictly observed. If there are children without a parent/caregiver, the staff will make every effort to locate him or her to pick up the child. If no parent/caregiver responds, the police department will be called and the situation transferred to that agency.

If the Library must close due to unexpected reasons out of the control of staff such as a power outage, loss of heat, inclement weather, etc., the children should know what to do to reach their parent/giver.

At no time shall a child or children be left alone in the Library or on Library property. A staff member will be with the child or children until the matter is resolved {either a parent/caregiver arrives or police assume responsibility for the child or children}. A detailed Incident Report will be filed at the Library. If a lateness pattern is observed, suspension of Library privileges may be imposed.

Violations of this Safe Child Policy are grounds for suspension of Library privileges.

The Safe Child Policy is a compilation of information from various libraries and has been adopted by the Town of Gainesville Public Library

Board of Trustees: *November 14, 2022*